

CHECK OUT TIME

Check out time is 1100 hours unless a late checkout is approved in advance by management. After 1100 you will be charged for another night. If you have any questions, please call the front desk by pressing '0' on your room phone.

GUEST RESPONSIBILITIES

1. Lodging guests are expected to protect the room, furnishings, and other contents from damages. The guest will be charged for any occurrences of willful misconduct, theft or misplacement of items in the room.
2. Cleaning of the kitchenette area (refrigerator, stove, and dirty dishes.) Guests must keep quarters neat and orderly at all times. An additional cleaning fee may be charged if the room is excessively dirty.
3. Ensure personal items are not left on bed. Housekeepers are not allowed to touch personal items. If items are left on the bed or on the floors, housekeepers are not allowed to make the bed or vacuum/mop floors.
4. Secure your valuable items. Cash and high value items left lying around the room are reported to management. Housekeeping service will not be provided if money or high value items are left lying around the room. Guests who report the loss of "secured" personal property may file a claim against the government through the Base Legal Office.
5. Report all problems, maintenance or otherwise, to the main office or guest reception immediately.
6. Allow housekeepers access to the room. According to AFI 34-246, housekeepers are required to enter all rooms every third day regardless of privacy requests and or posted signs.
7. Smoking is prohibited in every lodging facility. Designated smoking areas have been provided outside of every building. A cleaning fee of at least \$75 will be assessed for each day this regulation is violated.
8. Be considerate of other lodging guests by keeping the noise level down at all times. We often have shift workers, families with small children, and travelers trying to get a rest throughout the day.